

ATTACHMENT H

Kiosk Collection

SOP

Title of Procedure:	Daily Transit Service Center (Kiosk) and Pass Sales Office Cash Revenue Reconciliation Procedure	Procedure Number		Revision Date	
Division:	Financial Services	Revision Level		Original Issue Date	
Reference Documents:	FTA Circular 5010.1D, Chapter VI, Section 2(e) 3(b)3	Reconciliation of Assets			
	Daily Transit Service Center (Kiosk) and Pass Sales Office Cash Processing – Process Map_Draft 8 (QA document no. DTSCCP-01)	Daily ticketing office machine cash and reconciliation processing – MDT.			

References to other documents, standards or local, state or federal mandates that amplify or reinforce requirements stated are listed here.

1.0 Purpose

To establish procedures, identify responsible staff and related responsibilities for reconciling and reporting kiosks (TOM) revenues collected to bank deposits.

2.0 Scope

This procedure applies to all revenue collected (cash) at Miami-Dade Transit (MDT) kiosks.

3.0 Responsibility

The responsibilities of those involved in the audit process are defined, as follows:

Individual	Responsibilities
Manager, Marketing and Customer Services	<ul style="list-style-type: none"> Manages daily register closeout, including generating end of the day reports, reconciliations and safe placing of cash into safes.
Manager, Treasury Services	<ul style="list-style-type: none"> Manages daily deposit process, which includes removal of revenue deposit bags from safes at kiosks and pass sales office locations, counting, verification and recording of all cash in deposit bags; deposit; generating daily reports; delivers MDT Finance, Administration & Business Initiatives' Revenue Administration.
Controller, MDT Finance, Administration & Business Initiatives	<ul style="list-style-type: none"> Manages the daily reconciliation of kiosks revenues collected to daily deposit and explanations of variances greater than 1%; compilation of the monthly kiosks revenue collected to deposit reconciliation.

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Procedure

Cash Sales Management – MDT Marketing and Customer Services

Prepare daily end-of-shift reports, daily reconciliation forms and summaries by fare and payment type, perform verification through supervisors of cashiers' reports; immediately research, document (all discrepancies must be documented on Easy Card Service Center Daily Reconciliation Form) and resolve discrepancies; place sealed daily cash revenues bags and place in safes.

Cash Counted Revenue Management – MDT Finance Administration & Business Initiatives / Treasury Services

Verify and confirm revenue deposit bags; distribute bills of lading to ensure integrity and dual control of cash count, verify and record all cash in the presence of Transit Service Center Member and MDT Finance, Administration and Business Initiatives (MDT Finance). Prepare daily deposit; review and validate daily cash deposit to revenue reports; deliver Treasury Services reconciliation package to MDT Finance

Cash Revenue Variance Management – MDT Finance Administration & Business Initiatives / Revenue Administration

- Review the daily TOM Revenue Report Reconciliation Package from Treasury Services
- Package includes:
 - Passenger Service Center Cash Report
 - Easy Card Center Daily Reconciliation Form
 - Transit Service Center Daily Sales Report (Sales not recorded in Nextfare)
 - Easy Card Replacement Forms (Golden Passport)
 - Daily transactional receipts
- Review report NFS036 for previous revenue day
- Update sales summary by location and fare product file
 - Enter revenue collection data by TOM from NFS036
 - Enter data by TOM from the Passenger Service Center Cash Report (cash counted by Treasury Services)
 - Enter data from Transit Service Center Daily Sales Report
 - Display variances by TOM
 - Review, document and resolve all variances ± 1
- Distribute daily report to supervisor
- Distribute monthly variance reconciliation report to controller
- Prepare weekly draft discrepancy report to Controller of all variances that are not reconciled within 1%. Controller must review and approve report within 2 days of receipt and submit final report to Deputy Director.
- Review daily Report of Collection (ROC) from the Treasury Services

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- Validate all of the entries between the Daily Cash Report (Treasury Services) and the Sales Summary by location and fare product.
- Prepare Report of Collection (ROC) Form.
- Validate ROC against Daily Cash Report (Treasury Services) and the Sales Summary by location and Fare Product spreadsheet
- Enter ROC into FAMIS
- MDC Finance Department posts ROC and reconciles against bank Deposit
- Controller reviews and approves monthly reconciliation variance report and submits final report to Deputy Director.